



January 29, 2004

OKLAHOMA BULLETIN NO. OK250-4-20

SUBJECT: FNM – Travel for All-Personnel Meeting - April 26-28, 2004

Purpose: To inform employees of travel arrangements for the All-Personnel Meeting.

Expiration Date: September 30, 2004

Action Required By: Wednesday, March 31, 2004

The Oklahoma All-Personnel Meeting will be held in Stillwater on April 26-28, 2004. Overnight travel will be authorized for employees whose official duty station and residence are outside a 50 mile radius of Stillwater. Stillwater is covered under the standard CONUS rate (Lodging \$55 and M&IE \$31). Due to the large number of people attending this meeting, blocks of rooms for the nights of April 26-27 have been reserved under "USDA NRCS" at the government rate of \$55 per night at the Best Western, Hampton Inn, Fairfield Inn, Holiday Inn, and Atherton Hotel (OSU), in Stillwater. The list of hotels, their phone numbers, and a map showing their locations is attached.

Employees must make their own room reservations by March 31, 2004.

Travel authorizations will be issued by Zone Offices and the State Office for those employees not on the Limited Open TA's for FY04. The agency will pay for the conference luncheon on Tuesday (27th). Employees on per diem are expected to deduct \$6.00 from their M&IE for that day when completing their travel vouchers.

Employees traveling in government-owned vehicles are encouraged to carpool if possible. For this meeting only, the advantage to the government rate of 37.5 cents per mile will be authorized when a personal vehicle (POV) is used in lieu of a government vehicle (GOV) to transport three or more employees. In order to receive this rate, employees are required to document the passenger names in the remarks section of their travel voucher. Use of a POV at the personal preference rate of 10.5 cents per mile will be used where less than three employees travel together.

If you have any questions, please contact your zone office assistant or Financial Management.

/s/ (Leslie R. Conner – Acting for)

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AE